



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

GUIDELINES : CLOSURE OF OFFICES

1. All municipal offices in the Stellenbosch Municipal Area will close for business over the period between 24 December from 13:00 to 2 January 08h00.
2. Should 2 January be regarded as a public holiday due to 1 January falling on a Sunday the offices will re-open on the first working day after the public holiday at 08h00.
3. During the period of closure of the offices, all essential staff will be on standby to deal with operational service delivery complaints and perform essential services as and when needed.
4. Payment for standby and overtime for services performed will continue as usual.
5. Uniform staff (Traffic / Fire and Law Enforcement Including the control room) will continue with their operations as per the shift rosters.
6. All essential services like;
 - a. Municipal Court
 - b. Water Treatment Plants
 - c. Waste Water Plants
 - d. Disposal Sites

e. Refuse Removal / Collections / Area Cleaning

f. Emergency Services

g. Water & Sewer Operations (Reticulation)

will continue operations as usual.

7. Employees who does not fall under identified services in 5 and 6 above must put in annual leave for the period of the closure of the offices. These closure days will not be granted as additional leave.

8. Staff regarded as essential under 5 and 6 above must be granted their annual leave as per a plan to ensure operations yet complying with the Main Collective Agreement.

9. These guideline will automatically terminate when Council resolves again not to implement a closing of offices over the holiday period in December at a later stage.

APPROVED : 25 November 2020